

IBM



Office System 6
A high-function resource
for communications



IBM Office System 6
An advanced management resource
for better communications

The IBM Office System 6 is an effective way to deal with the problems of office information flow.

Office System 6 shortens the time lag between document preparation and dissemination by moving information not paper once it's key-boarded.

URGENT COMMUNICATION

TO:

REGIONAL MANAGERS
Chicago
Los Angeles
New York

DISTRICT MANAGERS
Boston
Cleveland
Detroit
Philadelphia

SUBJECT: ADMINISTRATIVE PRODUCTIVITY REPORT

The Management Review Committee has scheduled a session on Tuesday, August 19, to discuss the results of the productivity survey conducted during the last three months. All survey results will be communicated to my attention no later than Monday, August 18.

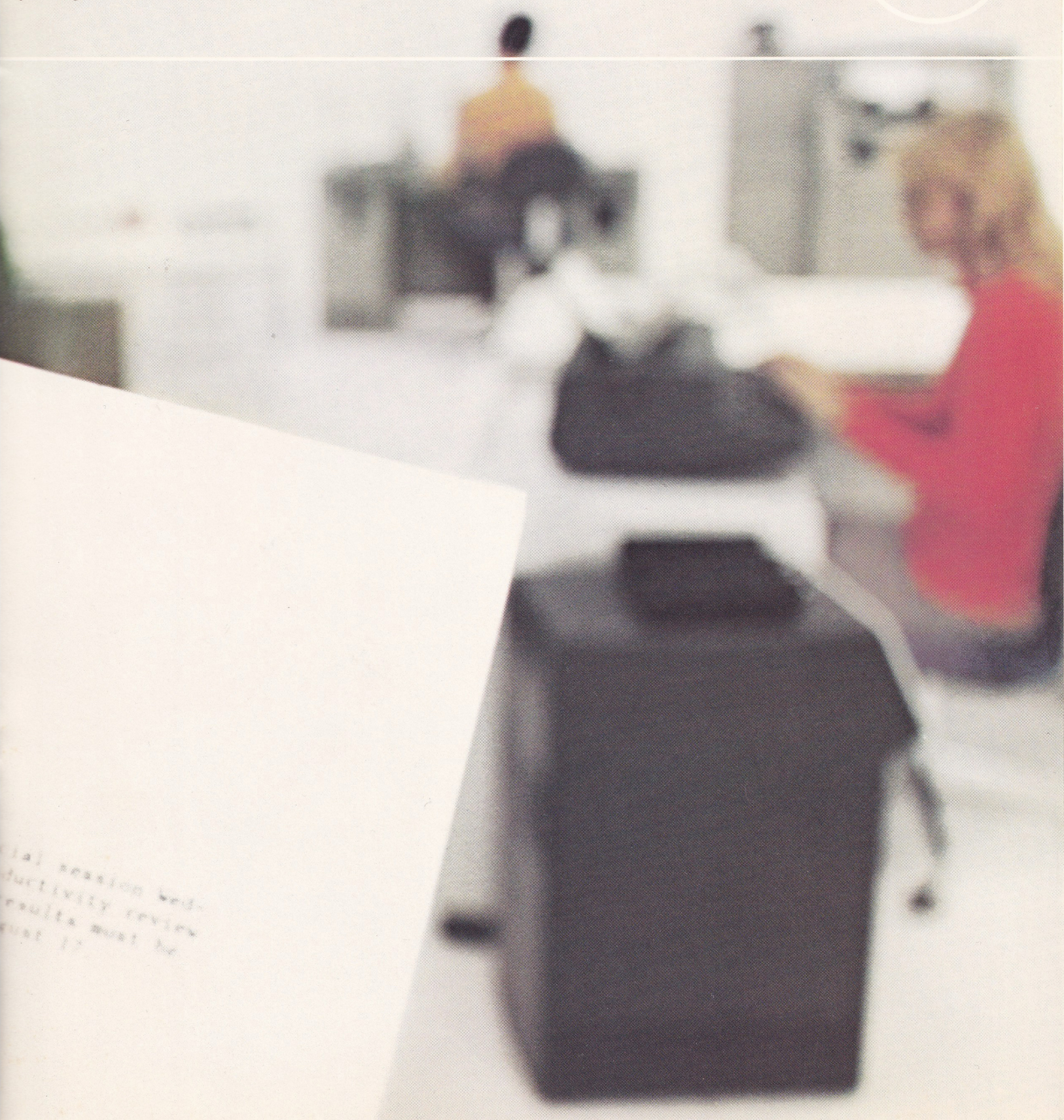
Joseph C. Newman
Vice President Operations

pam

Using IBM mag card type-writers and advanced, totally compatible processing and distribution equipment, Office System 6 provides efficient handling of text, records, all the day-to-day information generated by your organization. It then adds an optional communications capability to move information throughout your organization electronically.

With Office System 6, you can communicate from system to system over ordinary phone lines. Overseas, to distant offices. Or simply internally, within an organization. And you can communicate with suitably programmed computers.

It's a communications approach that can mean improved control of your business. Better management of your organization.



Final session Wednesday
Productivity review
Results must be
submitted by

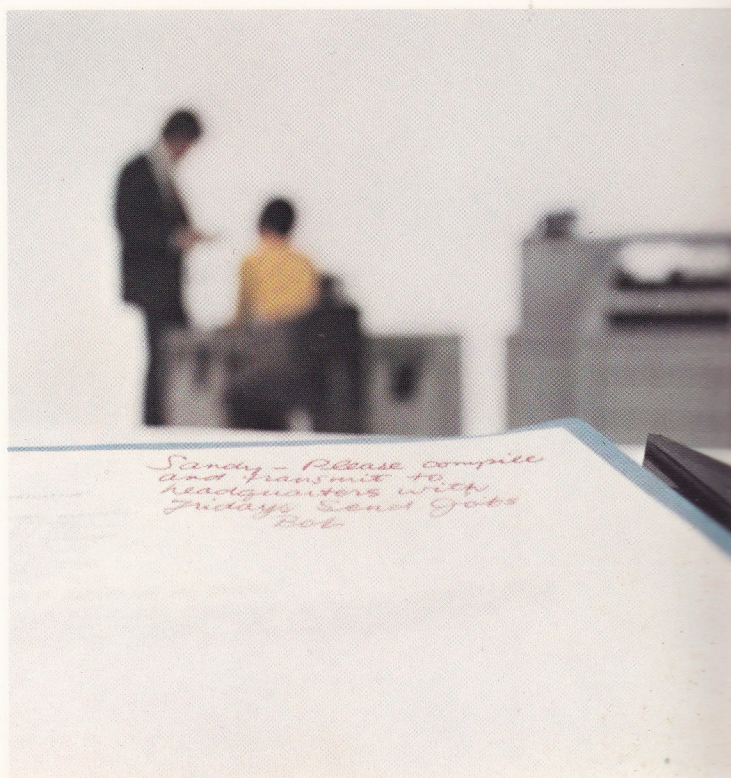
Move documents coast to coast in seconds

With Office System 6, information is freed from traditional paper handling routines. Moved with modern electronic speed.

Vital reports and priority documents prepared at one location can be in the hands of key personnel throughout your organization in seconds. Not delayed in the mailroom. Lost in transit. Or passed from hand to hand.

The system's high-speed ink jet printer delivers correspondence quality documents that eliminate the need for retyping transmitted material. And does it quietly, without disturbing your office environment.

What's more, information can be sent to selected end users with complete confidentiality. A three-level security identification system provides protection at both sending and receiving ends.



Multi-lingual

Office System 6 has the versatility to support transmission over international communications networks. With an optional feature, it is capable of transmitting and printing the keyboard arrangements of all languages composed with the Latin character set. It also eliminates the

need for retyping material transmitted overseas, helping you to avoid accompanying chances for error. There is no need to enforce an unnatural language standard to achieve conformity.



Automatic summary

Office System 6 automatically prepares a summary report of all jobs sent and received by individual stations. It provides management with a detailed log of all jobs transmitted, identifying activity by operator, department or other reference you select. And it allows users to search the summary quickly, selecting only the information they need.

Operator messages

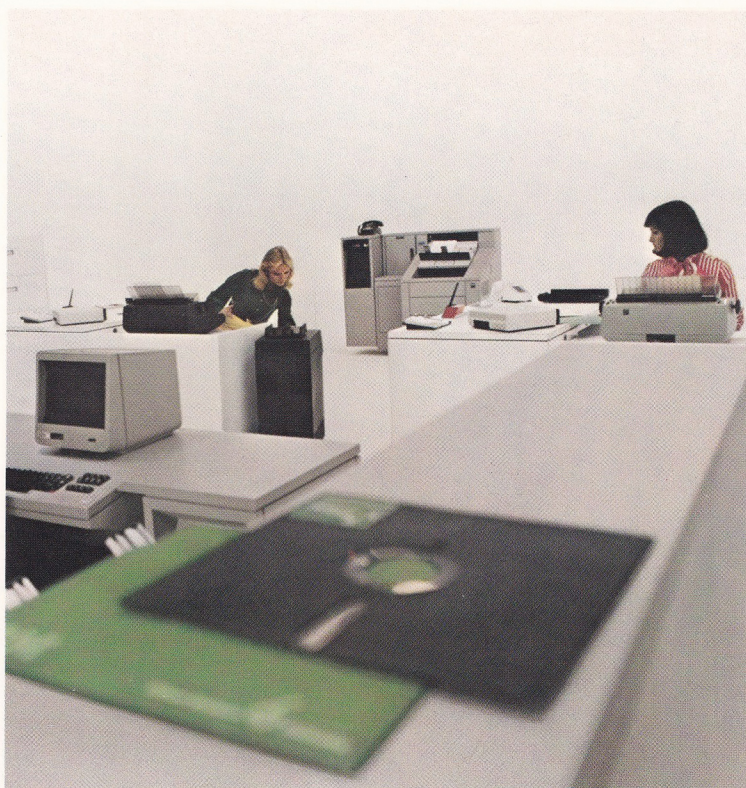
Special instructions to the operator (e.g. RUSH THIS JOB TO WORD PROCESSING CENTER #1 UPON RECEIPT) can be transmitted along with the job—stimulating priority treatment of important documents. The operator can be alerted by buzzer, printed message and visual screen.

Positive security

A three-level security identification system maintains the confidentiality of all transmitted data. In addition to a keylock, the system includes individual terminal and operator identification codes. User-selectable codes are exchanged and verified automatically by the system prior to transmission.

Unattended sending and receiving

Office System 6 can automatically answer and identify calls from remote locations in any incoming sequence. This allows organizations to schedule unattended transmissions for low-rate periods on the telephone network—when office personnel are typically unavailable—in addition to communicating during regular working hours. The system's 274,000-character diskettes, 50- or 200-card capacity allows multiple jobs to be batched, eliminating the need for constant operator attention.



High-speed transmission

Office System 6 transmits information at speeds of up to 2,400 bits per second. By using advanced, high-speed transmission techniques, less time is spent on line, greatly reducing transmission costs—making it a convenient and economical way to communicate vital information.

Immediate printing— or storage

Where printed material is needed immediately, Office System 6 prints incoming information at up to 92 characters per second using fast, high-quality ink jet printing. Where there is no immediate need for printing, information can be recorded on magnetic cards or on high-density storage diskettes for subsequent printing during slack periods or on demand—or for transmission to other locations.

Remote selection of type style

Operators can remotely select type styles for jobs being printed in distant locations. Type styles can be changed from document to document, even within a document, automatically.



Communicate with computers

In addition to communications between system locations, Office System 6 is a valuable asset for organizations with in-house computers or for those utilizing a time sharing service.

Office System 6 can process information and send it to a suitably programmed computer for storage. By using Office System 6 for routine record processing functions, such as project reports or personnel listings, your computer is freed for more complex tasks.

The system also can accept data transmitted by a computer, customizing the information to produce individualized reports. Or it can merge data from a computer with information stored on Office System 6 magnetic cards or diskettes. Lists of names and addresses, for example, held by the computer can be

merged with a standard letter stored on Office System 6. Result! High-quality automatic letters, personalized for greater attention and faster response.



The system's ink jet printer plays out correspondence-quality copy, eliminating the duplication of time-consuming repetitive typing. Speeding the flow of information throughout your organization and to the customers and prospects you want to reach.

All the benefits of communications plus...

Record processing

Office System 6 provides highly efficient handling of the basic records that are part of every organization or business.

It reduces manual filing problems by transferring paper records to electronic form. No longer dependent on paper files, your information is more manageable. More useful. Records can be updated electronically in seconds. Sequenced and qualified on demand—to create detailed lists and reports for a broad range of record processing applications.

The result is faster access to valuable information. And an improved ability to meet demands for information without interrupting the flow of your business.



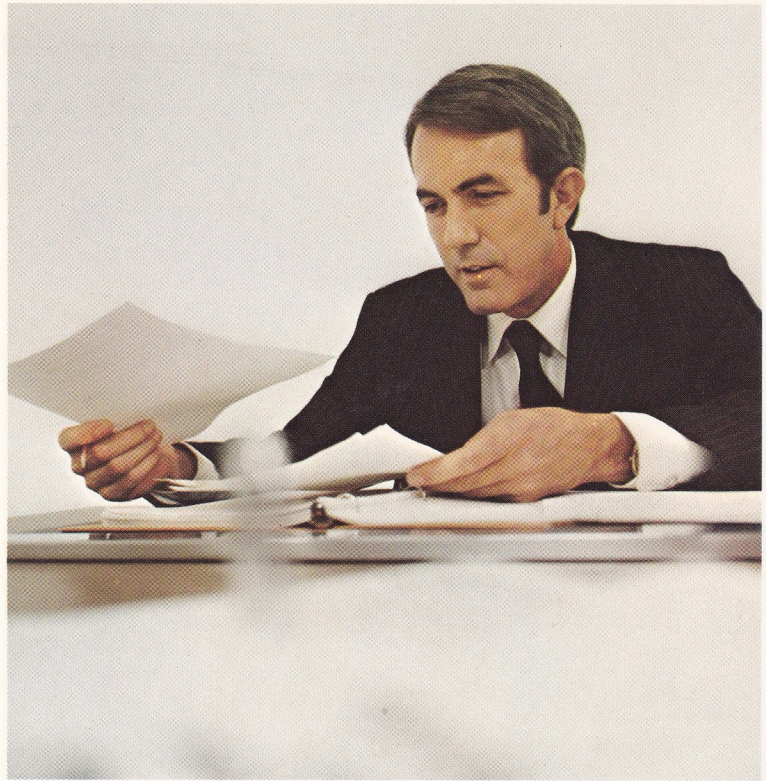
Text processing

The high-performance text editing capabilities of Office System 6 bring increased speed and efficiency to traditional word processing applications.

A visual display enables text to be electronically manipulated by the operator for faster document revision. High-density storage diskettes provide the extended working memory needed for assembly of reports, proposals, contracts and other lengthy documents from prerecorded material. And Office System 6 reduces operator drudgery by bringing automatic convenience to numerous text processing tasks. It automatically formats and re-formats, adds headers and footers, numbers pages, justifies and selects type styles according to document requirements.

As individual as your own needs

With Office System 6 you can select the combination of key-boarding, revision, printing and communicating equipment that precisely matches your information handling requirements. Compatible, modular processing and distribution units allow you to configure a system that efficiently meets your present performance needs. Then change it as your requirements change.



Your IBM Marketing Representative can help you evaluate your information flow. And suggest an Office System 6 configuration that's right for you.



International Business Machines Corporation
Office Products Division
For additional information,
consult the nearest IBM Branch Office.
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